



August 1981 Number 47 (GP 3.27:47)

Assistant Public Printer (Superintendent of Documents) U.S. Government Printing Office

Danford L. Sawyer, Jr. Becomes the New Public Printer

On August 5th, Danford L. Sawyer, Jr., was sworn in as Public Printer of the United States. He was nominated by President Ronald L. Reagan, approved by the Senate Committee on Rules and Administration, and on July 31st received the confirmation of the full Senate.

Mr. Sawyer's career spans both the communications and financial business fields, providing a broad-based background for assuming leadership of the Government Printing Office. His selection as Public Printer received the support of the Printing Industries of America, the Information Industry Association, as well as that of GPO's major labor unions.

During confirmation hearings, Mr. Sawyer spoke of his impression of the Office and of the job ahead of him. "I view the Government Printing Office as a major component in the information industry, and not just as a printing plant. I believe that we are on the cutting edge of the new technology. More important than technology, however, is the recognition, development, and utilization of the rich human resources available at the Government Printing Office. I hope my term at the Government Printing Office will be marked by improved and harmonious professional worker attitudes; I would like to hope that my leadership will provide a sense of direction and purpose in the lives of those that work at the Government Printing Office," he stated.

A native of New York, the 41 year old Mr. Sawyer has spent most of his adult life in Florida. He began his career as a cost accountant for a contracting firm in Tampa. Moving to Sarasota, he became advertising manager of *Newsmonth* magazine. He later joined the display advertising staff of the *Sarasota Herald-Tribune* and the *Journal*. Two years later, he became commercial manager of WSPB radio in Sarasota.



In 1964, Mr. Sawyer established and became president of Sawyer and Associates Advertising, Inc., the largest full-service advertising agency on Florida's lower west coast. Two years later, he became president of Area Guides, Inc., publisher of tourist-oriented literature. During the last two years, he founded and published *Sarasota South*, a community news magazine with a monthly circulation of 22,500.

Last November, Mr. Sawyer sold his advertising firm, Area Guides, Inc., and *Sarasota South*. He is a founding director of Presidential Savings and Loan Association of Sarasota.

Mr. Sawyer is an alumnus of the University of the South, Sewanee, Tennessee, and attended public schools

in New York City. He has completed additional study at the University of South Florida, Manatee Junior College, and the University of Miami.

He is a former board director of the Florida Young American Americans for Freedom, the Sara-Mana Chapter of the Sons of the American Revolution, and the Sarasota Jaycees. In addition, he belongs to several Florida area Chambers of Commerce, and to the United States Chamber of Commerce.

Mr. Sawyer and his wife, Ruth Anne, have three children, Danford L. III, Elizabeth Anne, and Eric Richard. The Sawyers have taken up residence in Oakton, Virginia.

Mr. Sawyer becomes the 18th Public Printer of the United States.

Questions and Answers



Q. How long has GPO been using acid-free envelopes in its microfiche distribution?

A. Since GPO first distributed on a test basis the CODE OF FEDERAL REGULATIONS on microfiche (October 1975),

specifications given to contractors have required that the envelopes contain no chemicals or adhesives that could have a degenerative effect on the film. When, at the request of the Depository Library Council to the Public Printer, we began adding paper inserts to highlight header information, an acid-free stock was specified (with minimum PH of 7.0).

Although these requirements were especially intended to preserve sensitive silver halide film, which we distributed for a time, they were also adhered to for use with diazo film. This means that should envelopes become mixed, or the contents interchanged, the acid-free properties remain intact. To reassure this, periodical testing of envelopes and dividers takes place in GPO's Quality Control and Technical Department.

Depository Library Council to Meet in Historic Old Town Alexandria, Virginia

The Depository Library Council to the Public Printer will hold its Fall meeting in historic Old Town, Alexandria, Virginia. Registration will begin Sunday, September 27th, with an informal get-together in the evening for first-time attendees, new Depository Librarians, as well as old hands. Meetings will take place on September 28th, 29th, and 30th. The place will be:

**Holiday Inn—Old Town
480 King Street
Alexandria, Virginia 22314**

All who are interested in the Depository Library Program are most welcome to attend and participate. A block of 25 single rooms has been reserved especially for librarians. Reservations should be made early as this season is considered by many to be Northern Virginia at its most exhilarating time of year. Just call the Reservation Desk at: **(703) 549-6080**; and for any special needs ask for Miss Lou Ann Wynne, Sales Director, at **extension 104/105**.

Located in Old Town, Alexandria, approaching historic Market Square near



the Potomac River, this Holiday Inn with arches and fountains is often mistaken for another classic 18th century building. It is three miles south of National Airport, half a mile from Alexandria's AMTRAK Station, easily reached from Route 1, the George Washington Memorial Parkway, and the Mount Vernon Bicycle Trail!

Top Five Irksome Item Numbers Identified

In the April 1981 issue of **HIGHLIGHTS**, we asked librarians to help us identify item numbers that cover unrelated publications and which prove especially irritating to manage. The response from Depository Librarians was most impressive; and the results have given us a list to work on in the days ahead.

What are the "irksome fivesome?" One villain is clearly out in front, receiving seventeen citations: item number 84, Forest Service publications. The runner-up received six citations: item number 546-D, General Accounting Office publications. Two followed close behind and tied at five citations each: item numbers 83-B and 923-A-2, Forest Service publications and Treasury Department publications. And a straggler came along with four citations: item number 843, United States Postal Service publications.

All five will be dealt with very soon; and the other nominees will come in for a very careful review and possible future breakdown.

A surprising fact which emerged from our inquiry was the large number of single citations: sixty-two all totaled. It seems that many Depository Librarians have at least one irksome item number that is uniquely their own.

Public Documents Highlights is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. **Public Documents Highlights** is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the **Editor, Public Documents Highlights, Library and Statutory Distribution Service, U.S. Government Printing Office, Washington, D.C. 20401**. The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.

Winning Radio Spots



GPO's radio spot announcement contest inaugurated in February's **HIGHLIGHTS** got results slim in number but high in quality. Should the two scripts reproduced here awaken your creative

urge, send along your own radio spot announcement following the guidelines given in February. Perhaps by February 1982 we can publish some more winning scripts.

Feel free to adapt or adopt the scripts reprinted here and submit them to your local radio station. Drop us a line about the results; and we will share the letter with **HIGHLIGHTS** readers.

JOHN: "What are you reading?"
 MARY: "A book describing the art in our nation's capitol."
 JOHN: "Wow! Look at all those beautiful, colorful pictures! That book is really something!"
 MARY: "It's not just a book. It's a Government document."
 JOHN: "A Government document? I thought Government documents were dry, boring materials such as Hearings and Reports."
 MARY: "A lot of people think that; but Government documents can be any publication printed at Government expense or published by authority of Congress, or any Government agency, regardless of format or content."
 JOHN: "I bet they're expensive."
 MARY: "Not at all. The majority of Government documents are inexpensive."
 JOHN: "But I don't want to buy a Government document."
 MARY: "You don't have to. You can borrow this book and many others at one of the more than 1,300 libraries that have been designated by Senators and Representatives as depository libraries for Government documents."
 JOHN: "How do I find out which library is a depository library?"
 MARY: "Inquire at any local library for the location of one."
 JOHN: "Thanks, Mary."
 MARY: "You're welcome, John."

[Created by Documents Librarians at the University of Arkansas/Fayetteville]

Want to know what's new in nuclear energy, who's who in Congress, or the latest on laetrile? Then come on down to Norton Library's Government documents collection at Louisiana College for the kind of information you need. Our statistics are the best in town! Sandwiched between a mound of flavorful information, you'll find juicy tidbits of freshly released Congressional investigations. Sink your teeth into our delectable census data, or savor the exotic taste of **BACKGROUND NOTES** on countries near and far. Our reports on the space program are out of this world!

Norton Library is part of a nationwide system of depository libraries designed to make Government publications available to the public. We serve something to please every palate with material on everything from acid rain to growing zucchini. And best of all, it's free!

The documents collection at Louisiana College is open during regular library hours. Call 487-7201 for more information.

[Created by Ms. Carol J. Scamman, Documents Librarian, Richard W. Norton Memorial Library, Louisiana College, Pineville, Louisiana]

Monthly Catalog Corner

When asked to define "cats," what picture comes to mind? Soft, furry, little critters? Not anymore! Now, when thinking of **CATS**, pictures of tapes, discs, CRT's, modems, cables, endless instructions and descriptions flash through the mind. And the cause of these images? The Government Printing Office is developing an in-house, on-line, cataloging system to produce the *Monthly Catalog*. The **CATS** (Cataloging System) project is still in its formative stages, so the ultimate design is not cast in concrete; but goals have been set.

The first question asked is: "Why?" The primary justification for **CATS** development is to shorten the production cycle of the *Monthly Catalog*. Membership in a national system with a large number of subscribers has proved to be plagued with downtime, poor response time, time lost receiving products, etc. A local system can considerably cut these time factors. There is also substantial time lost internally between receiving tapes, transporting to other divisions, proofreading, more transportation, waiting for printouts, producing local tapes, etc. By bringing the entire cycle under the control of one division, time can be saved and quality control improved.

CATS will work in much the same way as any familiar on-line system, with some very desirable changes. Data will be input by an operator whose power is determined by the system according to sign-on identification. Some operators will input preliminary records; others will input cataloging records; still others will revise and change records. Certain operators will have the responsibility of verifying authority records contained in an on-line authority file. Data entered into authority areas will be automatically checked against previously verified authority records.

On-line access to the record will be from all desired points: author, title, subject, series, etc., and any combination of these points. Particular words

Can You Help?

[The following call for assistance has come to HIGHLIGHTS. Perhaps some documents people would be willing to share the experience of their libraries with the writer.]

"I would like to hear from Documents Librarians who have had experience with projects to reclassify U.S. documents on a large scale from either LC or Dewey to SuDocs. Thank you."

Mr. Thomas A. Stave
Head, Documents Section
University of Oregon Library
Eugene, Oregon 97403

aesthetic, but it does the job; and it's easy on the budget! Can you believe that we are now low on depository boxes?"

[Here is yet another approach to the recycling of depository shipping boxes. West Georgia College took an added step by producing a diagram and publicizing the procedure in the excellent State newsletter, **DOCUMENTS IN GEORGIA**, which we reproduce here.]



University of Georgia Libraries
Athens, Georgia 30602

Documents in Georgia

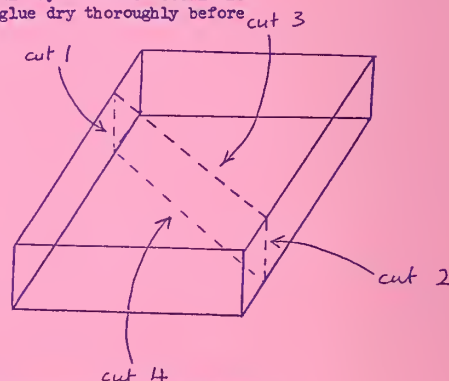
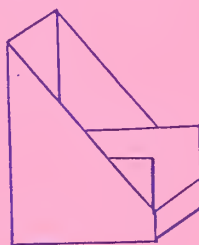
U.S. Documents Regional Depository Service
University of Georgia Libraries
Athens, Georgia 30602
404/542-8949
GIST 241-8949

No. 7
June, 1980

RECYCLING IN THE LIBRARY:

STORAGE FILES FROM GPO DEPOSITORY SHIPMENT BOXES

Opened, or unopened shipping boxes may be cut by this method to produce two files from each. Shake the box, if it rattles you can cut the box this way when you first open it. If the box is full (does not rattle) open by cutting through the tape in the usual way and then reseal the empty box with heavy duty tape and let the glue dry thoroughly before cutting.



1. Make a cut across the long, narrow side of the box 1" from one end, using a sharp blade.
2. Turn the box over and cut across the long side of the box 1" from the opposite end.
3. Turn box so that it rests on its base and make a cut diagonally across the top to join the two cuts on the sides.
4. Turn the box over on its top and cut the bottom diagonally to join the two cuts on the sides.
5. The box will separate into two file-shaped halves.

Anne Chowns
Documents Librarian
West Georgia College

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or combinations of words in any of the search points may also be used for record retrieval.

Records will be pulled from the data base according to local status codes and put onto a magnetic tape. This tape will be processed, proofread, and corrected before producing the *Monthly Catalog*. After the production cycle is completed, the tapes will be made available to the Library of Congress, and possibly to other designated sources.

The actual printed catalog will not be changed based on the development of this in-house system. Any changes to the *Monthly Catalog* will be based on administrative policy. As has already been stated, goals and systems requirements have been developed. Now comes the task of merging them with the results of cost effective studies and available funds. The system that is finally evolved will be the result of all these factors.

Tough Times Tips

[At the suggestion of Ms. Elizabeth M. Moulton, Documents Librarian, Winn Library, Gordon College, Wenham, Massachusetts, we inaugurate "Tough Times Tips." This is the place for depository housekeeping ideas that really work! If you have a good one, why not share it? Just drop a note to the Editor of HIGHLIGHTS.]

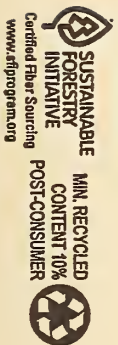
"We all know how difficult it is to keep those small, or irregular shaped, documents in their proper place on the shelf. Here is how we are dealing with the problem. Instead of using file boxes, or trays, from a regular supplier, we matched up this need with an abundant supply of depository shipping boxes, from which we removed the four open flaps and used as trays.

"Now we are in the process of straightening up problem areas, such as National Park leaflets, Agricultural bulletins, etc. Just add the SuDocs classification number on a long side of the box front with a magic marker, and it does away with labelling the shelves. It also facilitates moving documents when space needs change. It is not very



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Document Review

A *Directory of State and Area Agencies on Aging*. Compiled by the Select Committee on Aging, House of Representatives, 97th Congress, First Session. (Washington, D.C.: U.S. Government Printing Office, 1981, Revised Edition.) Pp. 134. Paper. \$5.00. Y 4 Ag 4/2: Ag 4/9. Item No. 1009-B. (Available through GPO Bookstores, Stock Number 052-070-05613-4.)

Under the Older Americans Act, not only has each state established an Office of Aging, but most states have also designated Area Agencies on Aging to serve older persons in specific communities. This *Directory* is an update of a 1978 publication, *Emerging Aging Network*, which identified those agencies. The 1978 publication listed 56 state units on aging and 599 area agencies. This *Directory* includes 66 additional agencies that provide assistance and referral.

The *Directory* is broken down alphabetically by state. Name, address, and phone number for the state Office on Aging are provided, along with the name of that Office's director. Included, also, is a map of the state: from which one can determine the planning and service area ("PSA") covering the community or county in which one is interested.

Each PSA has been designated an Area Agency on Aging. For each Area Agency on Aging, the phone number and name of the director are given. Also included is a description of the Area Agency's structure (i.e.: government agency, council of governments, private nonprofit, group, etc.). Each state's listing also tells which of the ten Federal Regions to which the state belongs. In a separate listing after the states, addresses for each of the Federal Regions are provided.

Depositories which may have selected this in the microfiche version, under item number 1009-C, may want to purchase the paper edition for ready reference use. Both the paper and microfiche versions were distributed to depositories on August 5th and August 20th, respectively, and listed on Shipping Lists 16,281 and 16,351.

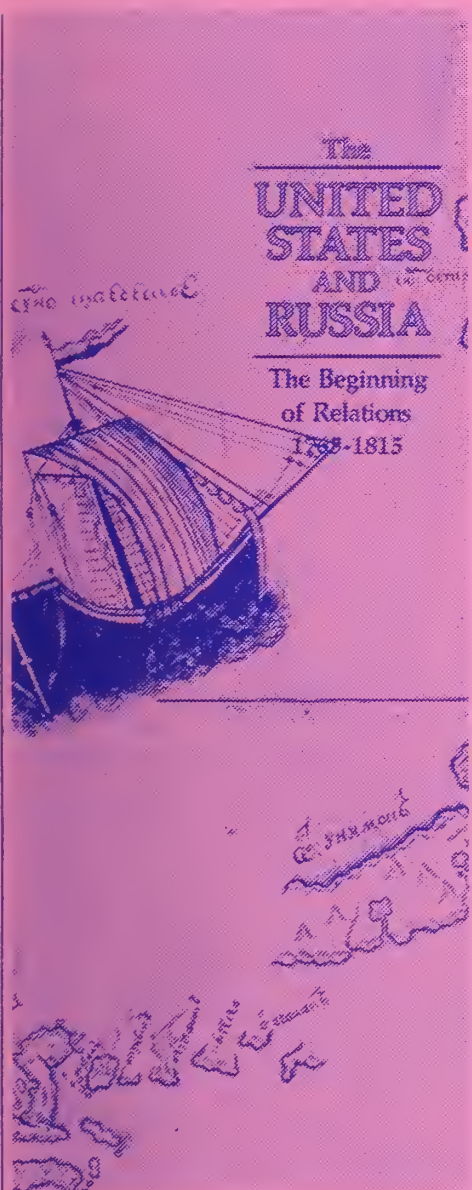
[HIGHLIGHTS welcomes short reviews by depository librarians of significant recent documents. Just send them typed double spaced to the Editor. Our most recent contribution is by Earl

Shumaker, Head Librarian, Government Publications Department, Northern Illinois University Libraries.]

WORKSHOPS

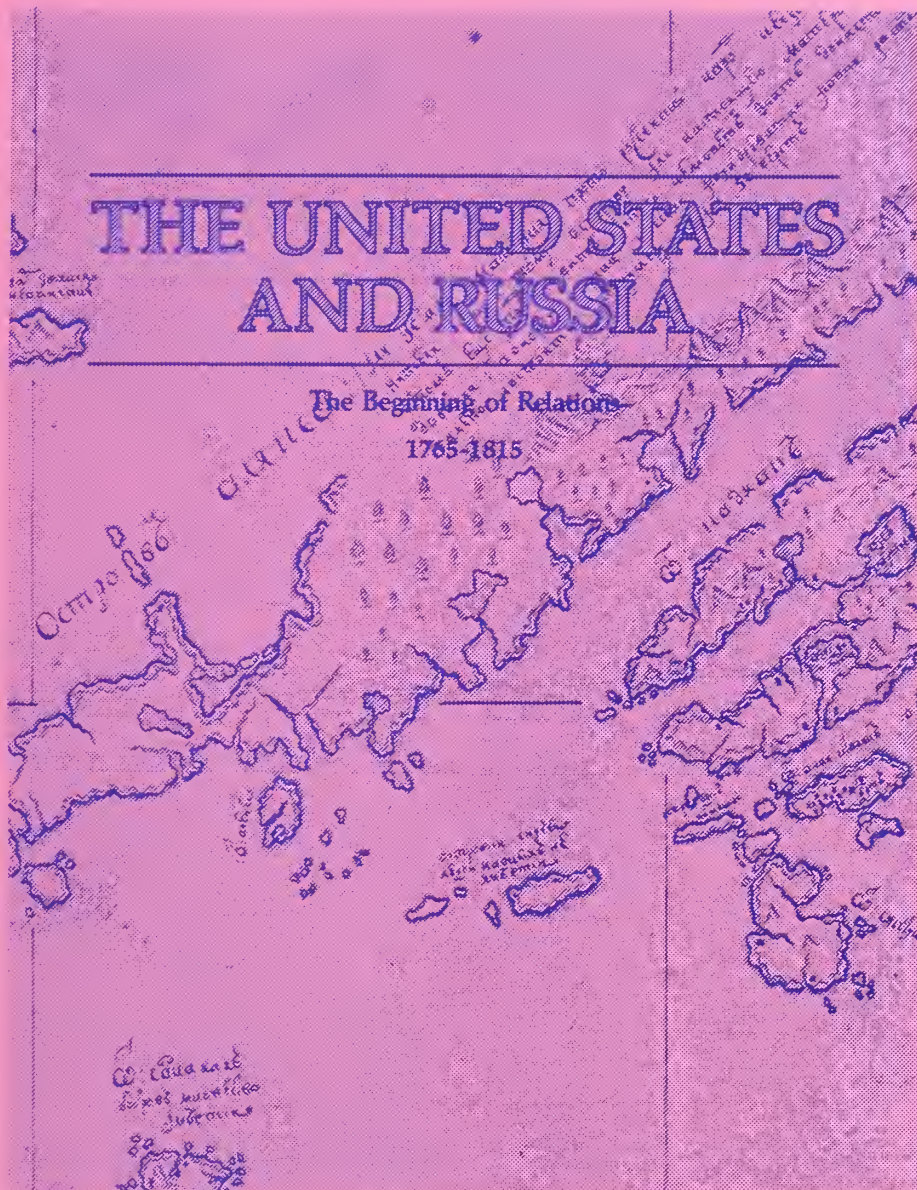


SUMMER PARTICIPANTS IN GPO's Library and Statutory Distribution Workshops.



Award Winning Book Received By Over 700 Depository Libraries

Sometimes depository librarians discover they possess a special treasure. On September 22, 1980, a bound volume was sent to over 700 depository libraries selecting item number 876, "General Publications" of the State Department. Appearing on Shipping List number 14,897 was *The United States and Russia: The Beginning of Relations*,



a 1,184 page volume edited by a team of American and Soviet scholars.

On January 16, 1981, this volume was cited for a special "Award of Merit" by the Society for Technical Communications, Washington, D.C. Chapter. Presentation was made to the sponsor, the National Archives and Records Service/U.S. Department of State, for "superior writing, editing, graphics, and total integration." GPO's own Typography and Design Division contributed the prize winning graphics component.

This outstanding volume may also be purchased from the Superintendent of Documents (SuDocs S 1.2:R 92/3/765-815; Stock Number 022-002-00068-6; price \$31.00).

